

## POSITION DESCRIPTION

Regulatory Specialist Division of Animal Health – Bureau of Field Services

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### POSITION SUMMARY

This professional position serves as primary assistance to the Director of Field Services regarding the Bureau's statewide regulatory and compliance activities related to all Animal Health programs, such as Farm-raised deer, Fish Farms, Dog Sellers, Importation of Animals, Animal Trucker, Animal Markets, and Animal Dealers. The position provides guidance and training for field inspection and compliance staff and program support staff and coordination of policies with federal, state and local agencies.

The position is also responsible for assisting with general administrative and informational/educational service to the Bureau of Field Services. This includes serving as the Department's educational coordinator and technical advisor on Bureau regulatory programs; responding to public inquiries on regulatory and compliance issues; advising the Bureau Director on appropriate strategies for advancing the Division's priorities and goals; assisting the Bureau Director in conducting policy research and analysis on compliance strategies and their effectiveness; monitoring work plans and compliance strategies; and working with the Department's Legal Counsel and others in the development of administrative rules governing the Bureau's responsibilities. The position reports directly to the Bureau Director.

This position is responsible for field supply inventory management. This includes working collaboratively with the office manager on inventory tracking needs and tools; maintaining equipment and coordinating the service of division owned animal handling and disease response equipment; and creating the necessary policies and measurements to ensure all bureau staff are appropriately supplied for the initial response to any disease.

### GOALS & WORKER ACTIVITIES

#### **45%    Goal A    Compliance and enforcement guidance for the Bureau's statewide programs.**

- A.1      Develop, coordinate and oversee implementation of effective regulatory compliance and enforcement plans and procedures for the Bureau staff consistent with Department policies and the Division's responsibilities.
- A.2      Organize and coordinate investigative and administrative workloads of Bureau staff on state wide regulatory issues, and make assignments to ensure timely and efficient compliance and enforcement action.
- A.3      Collaborate with Bureau Supervisor to establish, maintain and implement effective procedures and managing program and administrative records.
- A.4      Utilize software and monitor websites to generate investigatory leads and gather intelligence concerning ongoing cases. Data mining dog registration files for AKC, advertisements in local and national media, import CVI's and initiate dog seller investigations.
- A. 5.      Manage case tracking systems; Case assignment process, monitoring of data interiority in the CTS and CRM.
- A.5      Monitor program activities, provide program analysis and evaluation, and make recommendations regarding program improvements, priorities, objectives, strategies and staff activities.

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- A.6 Provide program guidance and training to Bureau investigators, inspectors and support staff regarding compliance and enforcement policies and procedures and interpretation of pertinent statutes and administrative rules.
- A.7 Assist in developing short and long range regulation and compliance goals and objectives pertaining to the Bureau's regulatory responsibilities.
- A.8 Monitor compliance and enforcement issues, which may need policy, procedural, rule or legislative adjustment and take appropriate action to promote necessary changes.
- A.9 Coordinate and consult with other state and federal authorities to facilitate effective management and operation to the Department's regulatory or compliance responsibilities.

**45%    Goal B    Coordination of various regulatory compliance and enforcement division programs.**

- B.1 Assist the Bureau Section Chiefs in planning and coordinating inspection and investigative assignments for Bureau field staff pertaining Bureau regulations.
- B.2. Develop and implement a process for the audit of Bureau cases for consistency with rules, statute and policy.
- B.3 Consult with Bureau supervisors to ensure timely, coordinated completion of field assignments for all programs.
- B.4 Assist Bureau Director and Section Chiefs in determining staff and industry training needs under Bureau programs and help develop training plans and materials incorporating appropriate classroom and on-the-job modules necessary to meet those needs. Assist in providing training.
- B.5 Assist Bureau Director and Section Chiefs in providing public information pertaining to the Department's varied regulatory responsibilities.
- B.6. Consult with Bureau Director and Supervisors to develop tracking mechanisms for measurements against establish standards such as; strategic planning initiatives, program standards, and other such policies and processes.

**10%    Goal C    Coordination of Bureau equipment and supply management.**

- C.1 Develop and implement a division inventory tracking system for non-office supplies and equipment, kept centrally and that which is dispersed to field staff.
- C.2. Coordinate the tracking and maintenance of all division owned equipment, and be informed on the availability and acquisition process for USDA sourced resources.
- C.3 Ensure standards for the maintenance and operation of division equipment are up to date and staff are appropriately trained to use supplies and equipment.

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- C.4. During a disease response serve as a supply manager under the logistics section ensuring that the necessary supplies are available.

### **KNOWLEDGE AND SKILLS REQUIRED BY THIS POSITION:**

- A. Considerable knowledge of program management and evaluation principles and techniques, including program organization.
- B. Knowledge and experience in compliance, enforcement, and investigative policies, procedures and techniques
- C. Working knowledge of the principles of policy and program analysis.
- D. Knowledge of program and policy development, implementation, and evaluation techniques; this includes the ability to apply them in the work setting.
- C. Extensive written and verbal communication skills, including the ability to synthesize complex information and highlight key points for diverse audiences, and public speaking principles and techniques.
- D. Considerable knowledge of the methods used to analyze and evaluate data for the purposes of regulatory and policy decision-making.
- E. Ability to plan, organize and direct the work of others, and to exercise judgement and discretion in applying and interpreting departmental policies and procedures.
- F. Extensive knowledge of computer application and data processing, including data base software and work processing skills.
- G. Ability to establish and maintain effective working relationships with fellow employees, other agency officials, business organizations, and the general public; as well as substantial ability to communicate effectively with a wide variety of people and organizations under varying circumstances, including confrontational and adverse situations.
- H. Working knowledge of quality improvement and team building techniques.

### **SPECIAL REQUIREMENTS**

- 1) Occasional travel may be required.
- 2) Valid WI driver's license or ability to provide one's own transportation for work purposes.

### **DISCRETION & ACCOUNTABILITY**

The incumbent will plan and conduct work to coincide with Department responsibilities under applicable statutes and rules to coordinate with regulatory responsibilities of the Department. Assigned projects and deadlines are established within the Bureau in accordance with

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policies, procedures and goals established by the Board of Agriculture, Trade and Consumer Protection and Department Secretary.

General guidance is provided by the Bureau Director. The incumbent has significant latitude to determine appropriate work methods for particular assignments, and may suggest modifications to objectives and assignments to the Bureau Director. Work is reviewed for adherence to policy and procedures as part of the performance evaluation process. The incumbent is almost exclusively responsible for developing and carrying out administrative procedures and will use extreme discretion in discussions and work activities affecting ongoing investigations and enforcement actions.

Accountability for work is directly to the Bureau Director; overall accountability is to the Division Administrator, the Secretary and the Board of Agriculture, Trade and Consumer Protection for achievement of department objectives.

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